

CITY OF TUALATIN

Classification Description

Job Title: Principal Transportation Engineer
Department: Public Works Department
Reports To: Public Works Director
FLSA Status: Non-exempt

SUMMARY: Performs professional transportation engineering duties under the direction of the Public Works Director. This position has overall engineering responsibility for programming, designing, bidding, and constructing transportation projects in Tualatin. This position advises and supports engineering staff, managers, general contractors, and others involved in the transportation projects. In addition, the Principal Transportation Engineer will serve as the primary liaison to other jurisdictions on matters pertaining to transportation. Leadership and independence of action are important since this position has overall responsibility for ensuring that all contractual obligations, ordinances, legal requirements, safety procedures, budgets and policies related to transportation projects are met and administered as approved by the authorities, and the City Council. Assignments are general in nature, requiring the application of technical skill and knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Serves as the principal transportation engineer performing professional engineering functions required by law and City ordinances and codes.

Prepares and reviews plans, technical engineering reports and other documents relating to transportation projects. Coordinates with City Engineer, Public Works Director, the Community Development Director, and staff on near-term and long-range transportation projects.

Provides input into plan-check process for transportation improvements related to private developments within the City. Works with development staff to determine the scope of Transportation Impact Analysis (TIA) and to review TIA's on the City's behalf.

Oversees overall implementation of transportation projects, including review designs prepared by staff and consultants, analyzing project workflow, monitoring quality assurance, and verifying that transportation projects meet the needs of the City. Ensures that contractual obligations, ordinances, safety procedures, budgets and policies related to Transportation project are met.

Confers with staff, officials, contractors, and other involved in major transportation projects; assists in setting project budgets and schedules; interviews and helps to select consultants and contractors; conducts feasibility studies and makes recommendations on project requirements, options and costs; and oversees preparation of consultant and professional services bid packages and contracts for transportation projects.

Prepares and presents written and oral reports related to transportation operations and works closely with transportation officials from Washington County, Clackamas County, Oregon Department of Transportation, Trimet, Metro and other jurisdictions related to transportation.

By telephone, in written documents, or in person confers, coordinates, and explains various projects, procedures and ordinances to developers, private citizens and governmental agencies to aid in the satisfactory completion of transportation projects.

Confers with and makes recommendations to the Public Works Director and the City Engineer.

Coordinates work with other departments in the City as well as other governmental agencies that may be concerned or affected by various transportation projects.

Attends City Council and Development Commission meetings and presents Transportation issues and recommendations for discussion and consideration. May make presentation on transportation projects to the authorities, City Councils, and other public agencies, committees, or advisory groups.

Represents City at various outside agency hearings and meetings.

Drives to job sites, city facilities, vendors, training programs, and meetings as necessary.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer

needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to communicate

effectively with other employees, elected officials, committees, outside agencies, and the general public.

Certificates, Licenses, Registrations: Possession of a valid Professional Engineer's License in Oregon, or possession of a valid Professional Engineer's license in another state and the ability to obtain licensure in Oregon within a reasonable time period as determined by the Public Works Director. Possession of, or the ability to secure possession of, a valid Oregon driver's license.

Technical Skills and Abilities: Thorough knowledge of Civil Engineering principles and practices as related to transportation projects including active transportation, Americans with Disabilities Act, safety improvements, and congestion relief. Thorough knowledge of design, construction, inspection and maintenance of transportation projects. Knowledge of engineering and land survey systems. Knowledge of private development land-use process related to transportation improvements for commercial and residential developments.

Thorough knowledge of budgeting, work scheduling, cost estimating, and scope development for municipal transportation projects.

Ability to plan projects and prepare related designs, estimates and specifications. Ability to prepare cost estimates on municipal construction and maintenance projects. Ability to prepare technical information for groups.

Ability to develop long-term plans and programs and to make sound decisions on matters of complex administrative and technical engineering problems. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to train and mentor professional and technical personnel and supervise engineering work of others. Ability to effectively coordinate and plan multiple long-range and short-range projects simultaneously. Ability to prepare and interpret engineering plans and specifications.

EDUCATION and/or EXPERIENCE: Bachelor's or Master's degree from an ABET (Accreditation Board for Engineering and Technology) accredited college or university in Civil Engineering. Seven years of progressively responsible experience in professional civil engineering specializing in transportation or traffic engineering, preferably with a public agency. Any satisfactory equivalent combination of experience, education, and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or

crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The noise level in the work environment is usually moderate.

Employee must have the ability to attend night meetings, attend out of town meetings and work a flexible schedule subject to the operational needs of the City. Employee may be subject to continual interruption and may have occasion to deal with irate individuals.